

Health, Safety & Welfare Policy

**ISSR Part 3, Paragraph 11
NMS Standard 6**

Review period:	Annual
Reviewed by:	Operations Manager and Principal
Date Reviewed:	September 2020
Date reviewed by Governors Health, Safety & Estates Group:	11 September 2020
Next Review:	September 2021



St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. *The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.*

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

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Health, Safety & Welfare Policy

Statement of Intent

As Governors of St Joseph's College, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy environment for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities.

In our role as employer we attach high priority to ensuring that all the operations within the College environment, both educational and support, are delivered in an appropriate manner and have a sensible approach to Health & Safety. The care committed to promoting the welfare of all in our community so that effective learning can take place and with due regard to the DfE non-statutory advice "Guidance Health & Safety advice on Legal Duties and Powers (2014)¹ for Local Authorities, Head Teachers, Staff and Governing Bodies".

We fulfil our responsibility as Governors of St Joseph's College by appointing, Mr Perry Glading Chair of Governors, with responsibility for overseeing Health and Safety at the College.

Day-to-day responsibility for the operation of Health and Safety at the College is vested with the Principal, her Senior Leadership and Senior Management Teams. However, Health, Safety and Welfare are the responsibility of all employees and as such all St Joseph's employees have an important part to play in the successful implementation of this policy.

However, as Governors, we have specified that the College should adopt the following framework for managing Health and Safety:

- The college ensures compliance with relevant health and safety laws by drawing up and effectively implementing a written health and safety policy^{2, 3}.
- The college premises, accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.^{4,5}
- The governor overseeing health and safety attends the meetings of the College's Health and Safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is reported through the Operations Manager's report at each full Governing Board meeting.
- The minutes of the Committee's discussion on health and safety are reported through the Operations Manager's report at each meeting of the full Governing Board together, with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.
- The external fabric of the College, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the full Board of Governors, through the Operations Manager's report and its recommendations (together with other defects) form the basis of the College's routine maintenance programmes.
- The College's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services and that the Operations

¹ ISSR Part 3, Note 165

² ISSR Part 3, Paragraph 11

³ ISSR Part 3, NMS Standard 6, 6.1

⁴ ISSR Part 3, NMS Standard 6, 6.2

⁵ ISSR Part 3, Paragraph 25



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Manager reports on all these aspects to the full Board of Governors, through the Operations Manager's Report.

- The College has fire risk assessments, carried out by an external consultant which are reviewed every year for progress on completion of items in the action plan, and updated annually, or more frequently if significant changes are made to either the interior or exterior of present buildings or new buildings are bought or added to the College's estate. The Health and Safety Committee will review this risk assessment every time it is amended and submit a report to the full Board of Governors.
- The Operations Manager reviews the overall arrangements for health and safety, including fire safety, the general state of the College, and reports on actions required with recommended timescales. The progress of implementation will be monitored by the full Board of Governors Committee.
- The College has a competent person undertake a risk assessment for legionella, every four years and a quarterly water sampling and testing regime is in place.
- The College has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to members of the teaching staff who are involved with trips and visits and to selected members of the non-teaching staff.
- The College is a no smoking campus⁶, including the use of vapour devices, this applies to all staff, students, and visitors within the College site.
- The welfare of pupils at the college is safeguarded and promoted by the drawing up and effective implementation of a comprehensive written risk assessment policy ⁷and appropriate action is taken to reduce risks that are identified.⁸⁹

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal and the Operations Manager and other members of the Senior Leadership Team (SLT) in order to enable the governors to comply with their health and safety duties. All members of staff are responsible for reporting any significant risks or health & Safety related issues to SLT through the Operations Manager.

Responsibilities of employees are outlined in detail in the main policy document, which the College adheres to as part of its management of Health, Safety and Welfare.

All employees are briefed on where copies of this statement can be obtained on the College's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this Policy document.



Signed:
Mr Perry Glading, Chair of Governors

10 November 2020

⁶ ISSR Part 3, EYFS Note E63

⁷ ISSR Part 3, Paragraph 16a

⁸ ISSR Part 3, Paragraph 16b

⁹ NMS Standard 6, 6.3

